



## Minutes of the Planning and Transport Committee Meeting of Melton Parish Council

Held on 6<sup>th</sup> August 2025 at 7pm

Melton Parish Council offices, 17 Riduna Park, Station Road, Melton, IP12 1QT.

### Present:

Cllr Brown (Chair)  
Cllr Gradwell

Cllr Bann  
Cllr Stearn

Cllr Darby

### Absent:

Cllr Corston

Cllr Nicoll

### In Attendance:

J Hallett *Clerk to Melton Parish Council*

No members of the public were present

*Cllr. Brown welcomed everyone to the meeting.*

### 1) Apologies for Absence:

- a) To Receive Apologies –Apologies for absence had been received from Cllr. Nicoll (previous meeting). *Apologies from Cllr. Corston were received during the meeting.*
- b) To Accept Apologies – The apologies of Cllr. Nicoll were proposed as accepted by Cllr. Gradwell, seconded by Cllr. Brown and all were in agreement.

### 2) To receive any:

- a) Declarations of Pecuniary Interest in Agenda Items - None
- b) Declarations of Non-Pecuniary Interest in Agenda Items – None
- c) Applications for Dispensation on Agenda Items - None
- d) Declarations of Gifts or Hospitality received over the value of £50.00 – None
- e) Notification of Lobbying with reference to any Planning Application to be discussed – None

### 3) Public Session:

- a) To consider matters raised by Members of the Public or Press regarding items on the Agenda  
– N/A

- 4) **To approve the Minutes of Planning and Transport Committee from 2<sup>nd</sup> July 2025** – The minutes of the meeting on 2<sup>nd</sup> July had been circulated and there had been minor changes. The final version was proposed as correct by Cllr. Gradwell, seconded by Cllr. Darby and all who were in attendance at the meeting, agreed.

Chair's Initials: .....

**5) Planning - To discuss and agree response to the following Planning Applications or Appeals:**

- a) [DC/25/2260/FUL](#) - Kitchen extension to allow new kitchen to be more in keeping with the property - Eddisbury House, Lodge Farm Lane, Melton – A very small development at a property where no neighbours would be affected. Unanimously RESOLVED to **'Support'**.  
Proposed: Cllr. Brown                      Seconded: Cllr. Darby
  
- b) [DC/25/2752/OUT](#) - Use of Land for Erection of Detached House and Garage - Land Adjoining Deben Villa, Melton Hill Melton – History of the site given, no neighbour comments on the portal but only one had been directly contacted by ESC, the site has little if any recreational use, it is a shame to loose so many trees, the design will blend in with the neighbouring dwellings. Unanimously RESOLVED to reply **'No Objection'**.  
Proposed: Cllr. Brown                      Seconded: Cllr. Darby
  
- c) [DC/25/2729/TPO](#) - ESCC/53/00025 - W5 1 no. Cedar (marked T001 on submitted plan) - Fell 2no. Cherry (marked T002 & T003 on submitted plan) - Fell 1no. Oak (marked T004 on submitted plan) - Remove epicormic growth from main stem up to 5m from ground level 1no. Small Tree (marked T005 on submitted plan) - Reduce by 2-3m & reshape 1no. Tree (marked T006 on submitted plan) - Fell 4no. Maple (marked G001 on submitted plan) - Fell - 9 Godfreys Wood, Melton – These houses were built in the historic grounds of Melton Grange, many of the original trees were retained and now they are being felled, the Cedar is a substantial tree and very representative of the location, the four Maples were obviously planned as they are suitably spaced out, some of the trees do need attention. Unanimously RESOLVED to **'Object to the felling of the Cedar and four maples'**  
Proposed: Cllr. Gradwell                      Seconded: Cllr. Stearn
  
- d) [DC/25/2776/TPO](#) - SCD/97/00106 - W9 1no. Sycamore (marked on plan) - Fell - Eagle Cottage St Audrys Park Road Melton – After discussion it was unanimously RESOLVED to **'Support'**.  
Proposed: Cllr. Gradwell                      Seconded: Cllr. Bann
  
- e) [DC/25/2760/TPO](#) - ESCC/53/00025 - W1 1no. Beech (marked on submitted plan) - Prune side stem (northeast towards property) by 3-4m, shape into the main crown - Beechwood 1 Valley Farm Road, Melton - After discussion it was unanimously RESOLVED to **'Support'**.  
Proposed: Cllr. Gradwell                      Seconded: Cllr. Stearn
  
- f) [DC/25/2780/FUL](#) | Demolition of existing conservatories, proposed extension, alterations and car port. Creation of new vehicle and pedestrian access from Bredfield Road | 45 Bredfield Road, Melton – An explanation of the plans was given, the building is in need of refurbishment and the plans look good and in keeping, I have concern that the bus stop will be affected by the new entrance, this is used heavily by school children. Unanimously RESOLVED to have **'No objection to the building work but raise concern at the new entrance on Bredfield Road'**  
Proposed: Cllr. Darby                      Seconded: Cllr. Stearn

Chair's Initials: .....

**6) Highways - To discuss the following 'Highways' matters - See Paper 'P&T Highways Paper August 2025':**

- a) To receive and update on land at 28 Saxon Way – The residents have contacted SCC to seek confirmation that the proposed sale of the land to them would be sufficient to allow permission for the dropped kerb to be installed. A reply is still awaited.
- b) To receive an update on the new Quiet Lanes process – SCC are currently testing a new pilot scheme and will advertise the process, once the pilot has been completed.

**7) To discuss any matters of concern authorised by the Chair – The following matters were discussed at the discretion of the Chair:**

- Tour of Britian (Men) – Cllr. Bann reported that stage one of the 'Tour of Britian' would start in Woodbridge on 2<sup>nd</sup> September but would not be coming through Melton, so MPC could not apply for funding for cycle related street furniture. The Clerk reminded Committee that 2 cycle park hoops had been gifted by Bucklesham Parish Council and she would ask the maintenance officer to speak to Cllr. Bann about installing them in an appropriate location. Concern was raised about parking in Woodbridge on 2<sup>nd</sup> September and the Clekr was asked to contact Woodbridge TC to see if any assistance could be offered.
- Pavement Clearance – This was scheduled for 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> August and would result in traffic lights (18<sup>th</sup> and 19<sup>th</sup>) and an overnight road closure (with access only) on 20<sup>th</sup> and 21<sup>st</sup>. Communications would be sent out w/c 11<sup>th</sup> August. Cllr Bann requested that SCC Highways Maintenance team be reminded/requested to cut back grass verge, low growing vegetation and soil covering the pavement when they undertake the work and not just trim back overhanging bushes and trees. County Councillor Nicoll to be copied in. The Clerk agreed to do this.
- Wilford Bridge Cycle Scheme – Scheme is currently with ESC to decide if CIL funding will be allocated. Cllr. Bann to speak to Aimee Mclachlan to ask if she could support the scheme. Cllr. Gradwell requested improvements on the rail crossing, whilst it is closed in October, but received a negative response initially. Cllr Bann to raise at the SZC Southern Transport Forum.
- Melton Level Crossing – Crossing was closed by mistake on 2<sup>nd</sup> August. Network Rail eventually confirmed it was an error by their contractors; a follow-up meeting has been requested and a number of improvements to communications have been suggested. NR have suggested that both Ufford and Melton crossings should not be closed at the same time; but this is exactly what will happen in late October (24<sup>th</sup> – 28<sup>th</sup>). Cllr. Gradwell will be requesting 24/7 shift working, signage up at least 2 weeks before and stewards on site. Cllr. Gradwell was thanked for managing the situation on 2<sup>nd</sup> August and asked to make it clear to residents that it was the fault of NR.
- Cherry Tree opposite Morrisons – It was reported that an ornamental cherry tree had been felled opposite Morrisons in The Street. The Clerk was asked to investigate and report back.
- Bus Service Improvements – Great news that the services will be improving but there are no published details as yet.

Chair's Initials: .....

- Pavements – Training all complete for Cllr. Bann, who is now able to supervise a team clearing the pavement. However, the issue remains with removal of the debris. A meeting with SCC and ESC/ESS is planned, and Tonne Bags are being considered. Cllr. Bann was thanked for all his work on this project.

**8) To receive agenda items, and agree date of Next Meeting (3<sup>rd</sup> September 2025)** – The date of the meeting was confirmed as 3<sup>rd</sup> September 2025, commencing at 7pm at 17 Riduna Park, Station Road, Melton IP12 1QT Members were asked to pass any agenda items to the Clerk at least one week prior to the meeting.

There being no further items to discuss, the meeting closed at 8:40pm

.....  
Chair

.....  
Date

Chair's Initials: .....